



North Providence Fire Department

STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

SOP # ADM 1.0

02 AUG 13

ORGANIZATIONAL STATEMENT

Purpose: To describe the establishment and legal authority of the North Providence Fire Department along with the organizational structure, mission and emergency service functions provided to the community.

1.0.1

Organizational Statement

The North Providence Fire Department is organized under the Town Charter of the Town of North Providence, Rhode Island.ⁱ The fire department began as five district volunteer fire departments in the 1800s and progressed to a full-time paid department operating town wide by the late 1980s.ⁱⁱ The responsibilities of the Fire Department is to provide adequate protection of life and property from fire and other hazards normally under the jurisdiction of a fire department and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety.ⁱ

The fire department operates as a division of the North Providence Department of Public safety, and is under the direction of the Fire Chief.ⁱ The Fire Chief is responsible for the daily operations of the Department and its EMS services. Assisting the Fire Chief with the management of the Department are; the Chief of Training & Safety, Director of EMS, Fire Prevention Officer and Battalion Chiefs, while individual companies are commanded by line officers (Captains and Lieutenants).

The department is structured with several divisions using a “Chain of Command” system. They are; the Operations Division, EMS Division, Training & Safety Division, Fire Prevention Division, Communications Division and Repair Division. (See 1.0.4 table of Organization) The North Providence Fire Department Operations Division consists of 19 firefighters and fire officers and 1 Battalion Chief on duty at all times from three fire stations.ⁱⁱⁱ

The North Providence Fire Department is proud to be rated by the ISO (Insurance Services Office) as a Class 2 Department. This is the highest rating in Rhode Island; and, a level only achieved by two other departments’ state wide.

1.0.2**Mission Statement**

The North Providence Fire Department is committed to providing the highest level of Public Safety services to our community. We protect lives and property through Fire Suppression, Advanced Life Support Emergency Medical Services, Technical Rescue, Fire Prevention and Public Education. We will take pride in our service and work safely, professionally and courteously. We provide challenging and continuing training and education that is current and effective, enabling the department to accomplish its mission. Our goals and objectives are to operate in compliance with all NFPA Standards as well as the internationally recognized best practices of a progressive and professional fire and rescue department.

1.0.3**Department Functions**

The North Providence Fire Department provides a wide range of Emergency Services. These services include:

1. Fire Suppression

- a) The Department's priorities for providing fire suppression include: life safety, limiting the propagation and spread of fire, extinguishment, incident stabilization and property conservation. Members of the Department are trained and equipped to perform aggressive interior and exterior fire attack; operating in the investigatory, fast attack and command modes. Fire suppression operations are delivered using personnel and apparatus that are strategically located throughout the community. When required or conditions exist that dictate the need for additional resources, automatic or mutual aid is supplied by neighboring communities
- b) The supervision of the fire suppression force is maintained via the Department's command structure that includes the Fire Chief and Battalion Chiefs. Each company is composed of 2 firefighters and 1 Company Officer with coordination achieved through the Company Officer.
- c) Members of the Department of Fire Service are expected to perform duties that include but are not limited to: operation, inspection and minor maintenance of fire apparatus and equipment, fire suppression activities such as search and rescue, ventilation, overhaul and salvage, directing hose streams, working from ladders, applying foam, administering pre-hospital emergency medical care, performing various rescue services, mitigating hazardous materials releases, using power tools and equipment, cleaning and light maintenance of stations and motor apparatus.

2. Emergency Medical Services

- a) The North Providence Fire Department is certified by the State of Rhode Island Department of Health to provide advanced life support to EMS incidents.
- b) All personnel are certified to the levels of Emergency Medical Technician Cardiac or Emergency Medical Technician Basic by the RI DOH.
- c) Each vehicle utilized as a first responder vehicle is equipped with the minimum level of equipment as required by RI DOH.
- d) Members assigned to the Emergency Medical Services Division are expected to perform all of the aforementioned fire service functions, as well as provide emergency care under the guidelines set forth in the Rhode Island Pre-Hospital Protocols.

3. Hazardous Materials Response

- a) Members of the Department have been trained to function to the “Operational” level of hazardous materials response (29 CFR 1919.120). In accordance with guidelines set forth by the State of Rhode Island Fire Education Board, personnel operate in a defensive fashion but can mitigate a limited number of minor spills/leaks in an offensive mode.¹

4. Regional Decontamination Response

- a) The Department operates a Regional Decontamination Unit as part of the State of Rhode Island’s Disaster Preparedness initiatives.
- b) All members of the department have been trained in Hazardous Materials Decontamination for Haz-Mat entry teams as well as Mass Decontamination of the public in the event of a terrorist event or Major hazardous materials release.
- c) The DECON Team responds to any incident in the Northern part of the State or when ever called upon through the Mutual Aid Agreement

5. Special Rescue Operations

- a) Multi-discipline rescue services are provided to cover a number of technical situations that include but are not limited to: vehicle and machinery extrication, water rescue, confined space, trench collapse, building collapse and rope rescue. When situations exist beyond the training level of on scene personnel²,

¹ Any expanded mitigation of a Hazardous Materials incident will require the response of the state’s regional hazmat response team.

² Training in the technical rescue discipline is at different levels for each individual. Members will not exceed their level of training in a technical rescue; assistance from mutual aid will be called in order to perform these rescues.

or the capabilities and resources of the Department, mutual aid as well as state and federal resources can be requested.

6. Fire Prevention, Inspection, Investigation and Code enforcement

- a) Fire prevention activities that are provided by the Department are part of a comprehensive plan to protect life and property from fire and other hazards. Code enforcement, pre-construction plan review, public fire education and the investigation of fires are all components of the prevention plan. The Fire Prevention Division is responsible for implementing and managing activities in this section and is composed of a Fire Marshal and Assistant Fire Marshall; the State of Rhode Island Department of Public Safety – Office of State Fire Marshal, certifies staff serving in these positions. Inspections of commercial occupancies are conducted to monitor and rectify conditions that may cause fire situations or the spread of fire. The primary objective of these inspections is to ensure the safe egress of occupants who may be endangered by fire or its byproducts. Personnel from the Fire Marshal's office work in cooperation with building, planning and zoning and, potential commercial and residential property owners in order to facilitate proper certifications for occupancy. It is also the responsibility of the Fire Marshal to enforce all aspects of local, state and federal regulations/codes pertaining to fire and life safety compliance.
- b) The investigations of all fires are conducted to determine cause and origin of ignition. This information is required in order to prevent the occurrence of future fires or at the least, reduce the severity of such incidents. If a fire is determined to be of suspicious origin, a thorough investigation is intended to prosecute the guilty party. In this case, the investigation becomes a deterrent to the crime of arson. When necessary, the Fire Marshal may utilize the expertise of mutual aid fire investigators, members of the Connecticut State Fire Marshal's Office or agents from the Bureau of Alcohol, Tobacco and Firearms or Federal Bureau of Investigation.

7. Public Fire and Safety Education

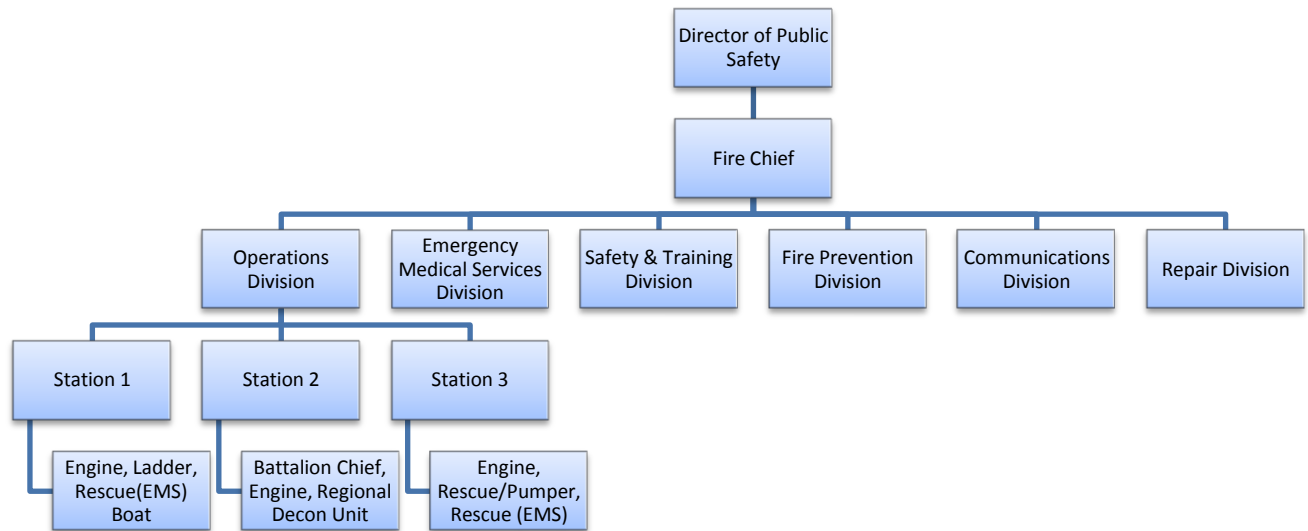
- a) Fire safety awareness programs are conducted annually by members of the suppression force in cooperation with the Fire Marshal's office. The primary focus is on early childhood education and self-preservation training methods. This entails the delivery of programs to pre-K and grade school students located within the three fire districts. Age appropriate programs are provided to middle and high school classes as well as senior citizens on an on-going basis.

8. Training

- a) Each member of the department is trained in a recruit fire academy before being appointed to the department. In this academy each candidate is certified through the Rhode Island Fire Academy in Firefighter 1 &2, Driver Operations for Aerial and Pumper apparatus, Hazardous Materials Operations and Haz Mat Decontamination, vehicle extrication and an awareness of other technical rescues they may encounter.
- b) Continuing training is provided at least monthly through assigned Task Oriented Training (TOT) bulletins, Company drills and segments taught through the Division of Training.
- c) Training is completed on any new procedure or policy issued, any new equipment received and any new technique or trend that is introduced to the fire and EMS service.
- d) Any and all training is done following recommended standards of the NFPA and OSHA and any other regulating body.
- e) Additional training opportunities are also available for personnel to attend courses offered by the Rhode Island Fire Academy, National Fire Academy, Rhode Island EMA, and many other private, state and national venues.

9. Other customer services include:

- a) Fire Safety programs
- b) CPR refresher programs
- c) Hydrant inspections
- d) Civic detail support
- e) Blood pressure screening
- f) Educational tours
- g) Smoke and Carbon Monoxide give-away program
- h) Public Assistance in various fields

1.0.4**Table of Organization**

ⁱ Town of North Providence Town Charter

ⁱⁱ History of the Town of North Providence

ⁱⁱⁱ Collective Bargaining Agreement